



North Carolina Real Estate Commission
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Private Real Estate School License Renewal Application

Requirements for licensing and operation of private real estate schools
and the standards for courses and instructors are defined in

[General Statute 93A-Article 3](#) and Commission rules [58C.0201-.0221](#), [58C.0301-.0313](#) & [58C.0601-.0608](#).

**PLEASE REVIEW THE STATUTE AND RULES PRIOR TO COMPLETING THIS FORM.
THIS FORM AND ALL REQUIRED ATTACHMENTS (INCLUDING RENEWAL FEE)
MUST BE SUBMITTED VIA U.S. MAIL.
EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED.**

1. Name of Applicant (School Owner)_____

2. Name of School_____

3. School Code assigned by NC Real Estate Commission_____

4. Address of Principal Office
of School/Owner_____

City

State

9-Digit Zip

Telephone_____ Email Address_____ Web Address_____

5. Name of School Director_____ Email Address_____

6. Mailing Address
of School Director_____

City

State

9-Digit Zip

Telephone_____ Email Address_____

7. Has there been ANY change in school ownership? Yes No

If "Yes," an original school license and a new school bond may be required. Refer to NCGS 93A-35(c) and Commission rule Rule 58C. 0221 and/or contact the Commission's Education and Licensing Division for instructions prior to submitting this application.

8. Business Ownership Management Information

If the applicant/school owner is a business entity (i.e, not the sole individual owner of the school), provide the information requested in the appropriate area below. Attach additional sheet(s) if necessary.

CORPORATION: Corporate Officers

List the name, corporate title, and percentage of stock ownership of every major officer (President, Vice-President(s), Secretary, Treasurer, etc.) of the corporation.

Officer Name	Title	% of Stock Ownership

Other Corporate Shareholders: List the name, corporate title, and percentage of stock ownership of any additional persons (or entities) owning at least 10% of the outstanding shares of stock of any class.

Shareholder Name	Title	% of Stock Ownership

LIMITED LIABILITY COMPANY: Managers and Members

List the name, mailing address, and percentage of ownership for every manager and/or member with an ownership interest of at least 10%.

Name	Manager or Member?	Mailing Address	% of Ownership

PARTNERSHIP: General and Limited Partners

List the name, mailing address, and percentage of ownership for every general and/or limited partner with an ownership interest of at least 10%.

Partner Name	General or Limited?	Mailing Address	% of Ownership

OTHER BUSINESS ENTITY: Principals

List the name, title, and mailing address and percentage of ownership of every person or entity who serves as a major officer or manager (President, Vice-President, Secretary, Treasurer, Executive Officer, Business Manager, etc.), as well as every person or entity with an ownership interest of at least 10%.

Principal Name	Title	Mailing Address	% of Ownership

9. Character of School Owner(s)/Official(s)

The following questions apply to the school owner, school director, & the following persons involved with a business entity that owns the school: Corporation major officers & corporate shareholders with 10% or more ownership interest in any class of stock; limited liability company members & managers; partnership general partner & limited partners with a 10% or more ownership interest; & for other business entities, the major officers & any person with a 10% or more ownership interest.

- a. **Criminal Offenses:** Has anyone described above been convicted of any criminal offense (*felony or misdemeanor*) since June 1 of the previous calendar year or is there any criminal charge currently pending against them? **YES NO**

You must report all offenses for **driving while impaired** and any other offenses classified as “criminal traffic” offenses. Exclude only minor traffic “infractions”.

If “Yes”, provide a copy of the court judgment, release from parole or probation, and a complete explanation from each affected person.

- b. **Professional License Disciplinary Action:** Has anyone described in the form, since June 1 of the previous calendar year, been denied a real estate license or had a real estate or other professional license suspended, revoked or surrendered, or otherwise been disciplined by any professional licensing agency in N.C. or elsewhere; or are there currently any charges or complaints pending against them in connection with any real estate or other professional license that they hold? **YES NO**

If “Yes”, provide a copy of the licensing agency’s order and a complete explanation from each affected person.

10. Licensed Classroom Facilities

List the address for each currently licensed classroom facility. Attach a separate sheet if necessary.

If a change in a currently-licensed classroom facility (not an additional location) is being proposed, indicate “facility change” and complete a Description of Classroom Facility form and submit it with this application.

If licensure of a new branch location is being proposed, complete the Private Real Estate School Branch Location Application and Description of Classroom Facility forms and submit them separately from this application.

Classroom Facility Name	Address	New location? Yes / No	Facility Change? Yes / No

11. Fire Inspection

For each classroom facility, attach a copy of the fire inspection report and include an explanation of any noted deficiencies found by the fire marshal and not indicated by the fire marshal as having been corrected.

Classroom Facility Name	Fire Inspection Report Attached? Yes / No	Explanations of Corrected Deficiencies Attached? Yes / No / NA

NOTE: A fire inspection by the local fire marshal must have been performed since issuance of the school's last license renewal (and since the previous July 1), and all noted deficiencies must have been corrected. If the applicant was issued an original license since the previous July 1, a fire inspection is not required if a satisfactory inspection has been performed since the previous July 1. A fire inspection is not required if classroom facilities are located at a licensed/accredited elementary/secondary school or college/university.

12. Courses, Classroom Hours, and Textbooks

a. Broker **PRE**license Course

Will you be conducting this course? **YES** **NO** (If NO, skip to section b.)

Classroom Hours, including examination time: _____hours

Textbook (check one):

Galaty, Allaway, Kyle & Carpenter, *Modern Real Estate Practice in North Carolina, 8th edition update*

Mangum and Keck, *North Carolina Real Estate Principles and Practices, 7th edition update*

Are you using the [October 2013 edition of the Prelicensing Course Syllabus](#)? **YES** **NO**

b. Broker **POST**licensing Courses

Will you be conducting these courses? **YES** **NO** (If NO, skip to question 13.)

Classroom Hours, including examination time, per course:

- *Broker Relationships & Responsibilities*: _____ hours
- *Contracts & Closing*: _____ hours
- *Selected Topics*: _____ hours

NOTE: The required textbook for all three postlicensing courses is the current edition of the Commission's *North Carolina Real Estate Manual*.

Are you using the [January 2013 editions of the Postlicensing Course Syllabi](#)? **YES** **NO**

13. Required Attachments Checklist

All of the following items MUST be attached to the application. An incomplete application will be returned to the applicant. Check to indicate you have attached each item.

Renewal Fee

For Each Classroom Location: \$100 x _____ location(s):	\$ _____
	+
For Renewal to Conduct Broker Prelicensing Course: \$20:	\$ _____
	+
For Renewal to Conduct Broker Postlicensing Courses: \$60 (\$20 each):	\$ _____
	=
TOTAL RENEWAL FEE:	\$ _____

Copy of updated [Student Enrollment Contract\(s\)](#).

Copy of updated [School Bulletin](#).

Fire Inspection Reports for each classroom facility. *Deficiencies must have been corrected.*

Branch Location/Bond Information form. Contact the Commission's Education and Examination Office for this form.

[Description of Classroom Facility form](#). This form is only required if you are proposing a change in a currently-licensed facility. See question 10.

14. Signature and Certification of Applicant

The undersigned certifies that he/she has read the foregoing application and that the information provided therein, including any attachments, is true and correct to the best of his/her knowledge and belief, and that, if other than the sole owner, he/she is duly authorized by the applying business entity to file this application. The undersigned further declares that he/she has read the North Carolina Real Estate Commission's requirements for licensure and operation of a private real estate school.

_____ Printed Name	_____ Title
_____ Signature	_____ Date